

CITY OF TUPELO

Job Description

WORK PROGRAM FIELD SUPERVISOR

EXEMPT (Y/N):

SALARY LEVEL:

LOCATION: MUNICIPAL COURT

SHIFT: 8-Hour Shift

DEPARTMENT: MUNICIPAL COURT

SUPERVISOR: COURT DIRECTOR

SUMMARY

Supervise, transport, and maintain daily sign in/out records for participants in the Community Work Release Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ❑ Supervise outside work, plans, litter pick-up, and other jobs assigned to participants in the Community Work Release Program.
- ❑ Monitor Work Release Program participants to ensure participation and completion of work assignment.
- ❑ Monitor daily sign in/out log to ensure that participants sign in and out as required.
- ❑ Transport workers to and from job sites in city owned transport vehicle.
- ❑ Assist Work Program Administrator with accounting for hours worked by program participants.
- ❑ Serve as Deputy Court Clerk.
- ❑ Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- ❑ Supervise day-to-day work of Work Program participants.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- ❑ High School Diploma or Acceptable Equivalent (i.e. GED).

- ❑ General office work experience.
- ❑ Court procedures experience or an equivalent combination of education and experience.

LANGUAGE SKILLS

- ❑ Ability to read, analyze and interpret correspondence.
- ❑ Ability to respond, to follow directions, and provide responses to inquiries.

MATHEMATICAL SKILLS

- ❑ Ability to add, subtract, multiply and divide.

REASONING ABILITY

- ❑ Ability to use good judgment in making sound decisions.

CERTIFICATES, LICENSES, REGISTRATIONS

- ❑ Must possess a valid Mississippi Class B Driver's License.

PHYSICAL DEMANDS

- ❑ The employee routinely lifts up to fifty (50) pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ❑ While performing the duties of this job, the employee works outdoors and is subject to constant changes in weather conditions such as rain, cold, heat and wind. Worker must be flexible to changing atmospheric conditions